



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
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COCINST 1730.4A
N097
6 Apr 2021

CHIEF OF CHAPLAINS INSTRUCTION 1730.4A

From: Chief of Chaplains

Subj: PROFESSIONAL NAVAL CHAPLAINCY EXECUTIVE BOARD

Ref: (a) SECNAVINST 1730.7E

1. Purpose. To publish the charter for the Professional Naval Chaplaincy Executive Board (PNCEB) in accordance with reference (a).

2. PNCEB. The PNCEB assists the Chief of Chaplains (CoC) in exercising direction of religious ministry and leadership of Professional Naval Chaplaincy (PNC), to include the Chaplain Corps (CHC) and Religious Program Specialist (RP) rating.

3. Membership. The CoC determines the membership of the PNCEB. Members currently are:

a. CoC, Deputy Chiefs of Chaplains (DCoC), and the RP Senior Enlisted Leader.

b. Domain Leaders. Because chaplains serve the Navy, the United States Marine Corps (USMC), and the United States Coast Guard (USCG), the CHC has adopted the word "domain" to refer to the large organizational subdivisions in which chaplains and RPs serve. Domain leaders include the senior chaplain and senior enlisted leader of: United States Fleet Forces Command; United States Pacific Fleet; Commander, Navy Installations Command; USMC Forces Command; USMC Forces Pacific; USMC Installations Command; USCG; Navy Reserve Force; USMC Forces Reserve; Navy Medicine; PERS 4414; and Naval Education and Training Command. Only the Domain Leaders and their Senior Enlisted Leaders may participate in the meetings. No representatives or substitutes may be sent in their stead.

c. Staff of the Director of Religious Ministry. The Executive Assistant to the CoC, the Deputy Chaplain of the Marine Corps, and the staff division directors.

d. For coordination and communication of PNC topics, the CoC will maintain a list of senior leaders who do not represent a large domain. The combination of these leaders and the PNCEB membership are known as PNCEB+.

4. Function

a. The Function of the PNCEB is to develop and coordinate the execution of PNC across all domains.

- b. The CoC will convene the PNCEB as needed.
- c. As necessary, the CoC will convene ad hoc groups to frame and solve specific problems related to PNC. The composition of these groups will be at the CoC's discretion.

5. Responsibilities

a. The CoC will inform the membership of PNC issues from the perspective of the Director of Religious Ministry (DORM) and that of other Echelon I leaders.

b. The Executive Assistant to the CoC will:

- (1) Chair the PNCEB meetings.
- (2) Align and coordinate the PNCEB work.
- (3) Provide invitations, agendas, and after-action reports for each meeting.
- (4) Direct the DORM staff to support the meetings as required.

c. As required by the CoC, the members shall:

(1) Advise the CoC on the progress of and impediments to PNC within their respective domains.

(2) Advise the CoC on the requirements and observations of their respective domain commanders.

(3) Advise the CoC on emerging issues relative to PNC within their domains.

(4) Advise the CoC on feedback from RMTs and others regarding ongoing PNC activities.

(5) Participate in ad hoc groups as directed by the CoC.

(6) Prepare and present deliberative materials and reports as required by the CoC.

6. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Directorate for Administration, Logistics, and Operations, Directives and Records Management Division portal page at

<https://portal.secnnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the Department of the Navy Directorate for Administration, Logistics, and Operations, Directives and Records Management Division program office.

7. Review and Effective Date. Per OPNAVINST 5215.17A, N097 will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



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Releasability and distribution:

This instruction is cleared for public release and is available electronically only via Department of the Navy Issuances Web site, <https://www.secnave.navy.mil/doni/default.aspx>